



# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

## YOUTH CORRECTIONAL OFFICER YOUTH CORRECTIONAL COUNSELOR - OPEN STATEWIDE EXAMINATION -

FINAL FILING DATE: SEPTEMBER 12, 2014

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER:** The California Department of Corrections and Rehabilitation (CDCR) offers equal opportunity to ALL regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation.

### THE POSITIONS

- A **Youth Correctional Officer (YCO)** is an entry level peace officer and is responsible and accountable for the security, custody, and supervision of youthful offenders in their daily living and activity programs; and does other related work.
- A **Youth Correctional Counselor (YCC)** is an entry level peace officer and is responsible and accountable for the counseling, supervision and custody of an assigned group of youthful offenders in their daily living and activity programs; analyzes, organizes, and records casework information necessary for treatment and parole planning; and does other related work.
- Juvenile Justice Division facilities operate 24 hours a day, 365 days per year.
- Positions are located at each of the Juvenile Justice Division facilities in San Joaquin and Ventura counties.

Visit our department web site at [www.joincdcr.com](http://www.joincdcr.com) for more information.

### MINIMUM REQUIREMENTS

#### YOUTH CORRECTIONAL OFFICER

**Education:** Equivalent to graduation from high school.

Demonstrated by: (1) possession of a high school diploma issued by a U.S. institution; (2) passing the California High School Proficiency test; (3) passing the General Education Development (GED) test meeting California high school graduation standards; or (4) possession of a college degree (Associate of Arts or higher) from an accredited college or university.

#### YOUTH CORRECTIONAL COUNSELOR

**PATTERN I: Experience:** One year of experience in California State service performing the duties of a peace officer and maintaining the security, custody, and supervision of adult or youthful offenders in a correctional facility. **OR**

**PATTERN II: Education:** Equivalent to graduation from a four year college or university. (Registration as a senior in an accredited college or university will admit applicants to the examination, but applicants must produce evidence of graduation or its equivalent before they can be considered eligible for appointment). **OR**

**PATTERN III: Education:** Equivalent to completion of two years (60 semester units) of college **and** two years of experience working with youth in one or a combination of the following:

1. Youth Correctional Agency
2. Parole or Probation Department
3. Family, Children or Youth Guidance Center
4. Juvenile Bureau of Law Enforcement
5. Education or Recreation Agency
6. Mental Health Facility

**IMPORTANT: Accreditation referred to in this Section, shall be from an accrediting association recognized by the Secretary of the United States Department of Education. NOTE:** Any accreditation or approval shall be from a state or local government educational agency using local or state government approved accreditation, licensing, registration, or other approval standards, a regional accrediting association holding full membership in the National Council for Private School Accreditation (NCPSA), an organization holding full membership in the Commission on International and Trans-Regional Accreditation (CITA), an organization holding full membership in the Council for American Private Education (CAPE), or an accrediting association recognized by the National Federation of Nonpublic School State Accrediting Associations (NFSSAA).

**Citizenship Requirements:** Existing law provides that in order to be appointed to a peace officer position, a person must either be a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship at the time of application. Denial of an application for citizenship shall result in disqualification from or termination of employment.

**Drug Testing Requirements:** Applicants for positions in this class are required to pass a drug screening test. (The drug screening test will be waived for employees who are currently in a designated "Sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

#### **Additional requirements:**

- At least 20 years of age at time of application and 21 years of age at the time of appointment.
- History of law-abiding behavior.
- Legally eligible to own, possess and have custody/control of any firearm or other weapon authorized by the CDCR.

**FELONY DISQUALIFICATION:** *Per Government Code Section 1029, any person convicted of a felony is disqualified from being employed as a peace officer if: (1) You have been convicted of a felony in California or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in California; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): (1) Has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; (2) has/have been expunged or is/are expunge able pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; (3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.*

SPECIAL PERSONAL CHARACTERISTICS

- Youth Correctional Officer/ Youth Correctional Counselor:** Emotional maturity and stability; demonstrated leadership ability; empathetic and objective understanding of the problems of youthful offenders in custody; honesty; integrity; tact; patience; high moral standards; neat personal appearance; keenness of observation; continuing satisfactory record as a law abiding citizen; willingness to work impartially with and accept the various racial, ethnic, and cultural differences of the youthful offenders in custody; ability and willingness to embrace rehabilitation of youthful offenders by role modeling and reinforcing positive behavior; punctuality and willingness to work various shifts, including weekends and holidays and to report for duty at any time emergencies arise; sound physical, mental and emotional condition; strength, endurance, and agility necessary to meet the demands of the job; corrected distance visual acuity of 20/20 or better in each eye; an uncorrected distance visual acuity of 20/60 or better in each eye; ability to pass the Farnsworth D-15 color vision test (normal color vision or only a mild to moderate color vision deficiency) and a peripheral field of view of at least 120 degrees of horizontal extent and 100 degrees of vertical extent, with no evidence of scotomas (nonseeing areas) within the full visual field of each eye; and hearing sufficient to meet the demands of the job.
- Additional Special Personal Characteristics for Youth Correctional Counselor:** Possess an openness to participate in training related to cognitive behavioral treatment.

SALARIES

Youth Correctional Officer During Basic Academy:	\$3,050 per month
Youth Correctional Officer (After Academy):	\$3,774 - \$6,389 per month
Youth Correctional Counselor During Basic Academy:	\$3,050 per month
Youth Correctional Counselor (After Academy):	\$4,142 - \$6,743 per month

Salary rates paid beyond \$3,774 (YCO) or \$4,142 (YCC) are dependent upon time-in-grade, completion of the apprenticeship program and job performance. Detailed salary information will be provided after application or can be obtained at [www.cdcr.ca.gov](http://www.cdcr.ca.gov).

HOW TO APPLY

To apply you must submit your application via the Internet at: [www.joincdcr.com](http://www.joincdcr.com) . Click on the “Apply Now” button. If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage.

Applications submitted by mail will NOT be accepted. Applicants will complete their application online and respond to questions regarding their ability to meet the minimum qualifications. **Applications will be accepted online ONLY beginning at 8:00 a.m. on September 10, 2014 and ending at 5:00 p.m. on September 12, 2014.**

PLEASE NOTE: YOU CAN ONLY HAVE ONE ACTIVE APPLICATION IN PROCESS AT A TIME. **SHOULD YOU SUBMIT ANOTHER APPLICATION, IT WILL NOT BE PROCESSED AND YOU WILL BE NOTIFIED.**

THE SELECTION PROCESS

Candidates must be successful in each of the examinations and selection components listed to be eligible for a YCO or YCC appointment. Valid photo identification is required for admittance into the examination. Failure to complete any of the required forms or failure to appear for the scheduled components will result in elimination from the examination. All information submitted for consideration at every phase of the selection process must be accurate, complete and truthful and will be subject to verification. Any inaccuracy and/or omission may be considered intentional and may be cause for elimination from the examination and/or subsequent certification list.

This examination will consist of a written test weighted 100%. In order to obtain an overall passing score, a minimum rating of 70.00% must be attained in the examination. **CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

- WRITTEN TEST (WEIGHTED 100%)**  
A Written Test consisting of multiple choice, true or false questions designed to measure, cognitive ability, situational judgment, reading comprehension, job knowledge, and problem solving/decision making skills.

SCOPE: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate’s:

KNOWLEDGE AND ABILITIES FOR YOUTH CORRECTIONAL OFFICER

- A. Knowledge of:
1. The mission of the Division of Juvenile Justice.
- B. Ability to:
1. Effectively communicate at a level necessary for successful performance on the job.

2. Interpret and follow instructions and departmental policies and procedures.

3. Follow established procedures and techniques of individual and group supervision of youthful offenders.

4. Reason logically and take appropriate action.

5. Act independently and make decisions.

6. Analyze and respond to situations spontaneously, accurately and with common sense.

7. Think and act quickly in emergencies.

8. Gain the cooperation, interest, and respect of other facility personnel, youthful offenders, and the public.

9. Maintain custody and control of youthful offenders.

10. Impose fair and firm discipline.

11. Accept and use supervisory direction constructively.

12. Learn electronic word and data processing systems for information input and retrieval.

**KNOWLEDGE AND ABILITIES FOR YOUTH CORRECTIONAL COUNSELOR**

## A. Knowledge of:

1. The mission of the Division of Juvenile Justice.
2. The impact of community, social, and environmental conditions which contribute to delinquent behavior.
3. Principles and techniques of individual and group counseling and guidance of youthful offenders.
4. Techniques for the development of socially acceptable and responsible behavior in youthful offenders.

## B. Ability to:

1. Effectively communicate at a level necessary for successful performance on the job.
2. Interpret and follow instructions and departmental policies and procedures.
3. Apply the principles and techniques of individual and group counseling and guidance of youthful offenders.
4. Gain the cooperation, interest, and respect of other facility personnel, youthful offenders, and the public.
5. Maintain custody and control of youthful offenders.
6. Impose fair and firm discipline.
7. Plan and conduct recreational activities.
8. Act independently and make decisions.
9. Analyze situations accurately and take effective action.
10. Think and act quickly in emergencies.
11. Accept and use supervisory direction constructively.
12. Learn electronic word and data processing systems for information input and retrieval.

**BOTH CLASSIFICATIONS**

- **PHYSICAL FITNESS TEST (PASS/FAIL)**

The physical fitness test evaluates a candidate's strength, endurance, and agility to satisfactorily perform the essential duties and functions of a YCO or YCC.

- **BACKGROUND INVESTIGATION (PASS/FAIL)**

As a minimum requirement, a thorough background investigation must be conducted prior to a candidate's appointment or training as a Correctional Peace Officer. Relevant information concerning a candidate's integrity, past behavior, unlawful activities, job performance and other topics are explored during the investigation. Information obtained during the background investigation is relevant because a candidate's conduct reflects his/her character, credibility and moral values. Background investigations take approximately 90 days to complete, however, a complex background investigation, or a background investigation with serious issues, may exceed this 90-day timeframe.

- **VISION SCREENING (PASS/FAIL)**

This test checks a candidate's vision. If the candidate does not have 20/20 vision in each eye, a written certification is required from an optometrist or ophthalmologist indicating that vision is correctable to 20/20 in each eye.

**Note:** 1) If your vision is NOT 20/20 or better in each eye, or 2) if you use any type of corrective lenses, you need to print out the Peace Officer Vision Verification Form (OPOS 07C) and have it filled out by your eye doctor. The form can be located at [www.joincdcr.com](http://www.joincdcr.com) and you must bring the completed form with you on your scheduled vision test date. If you need to have the form completed and you DO NOT bring it with you, you will NOT be tested.

- **PEACE OFFICER PSYCHOLOGICAL EVALUATION (POPE) (PASS/FAIL)**

This evaluation consists of a series of questions candidates respond to based upon their personal preferences. The information will be used in the Oral POPE.

- **PRE-EMPLOYMENT MEDICAL EXAMINATION (PEM) (PASS/FAIL)**

This is a complete physical exam conducted by medical doctors under contract with the CDCR to evaluate a candidate's overall physical health. All candidates going through PEM will undergo a "visual genitourinary system examination as well as a rectal examination for any candidate age 50 or over."

**PLEASE NOTE THAT IF YOU DO NOT APPEAR OR ARE DISQUALIFIED FROM ANY OF THE SELECTION COMPONENTS YOU MAY NOT REAPPLY FOR 12 MONTHS FROM THE DATE YOU DID NOT APPEAR OR WERE DISQUALIFIED. IF YOU FAIL THE PHYSICAL FITNESS TEST, YOU WILL HAVE ONE MORE OPPORTUNITY TO PASS THE PHYSICAL FITNESS TEST WITHIN 3 TO 6 MONTHS BEFORE YOU ARE DISQUALIFIED.**

**PLACEMENT ON THE ELIGIBILITY LIST**

Candidates who pass the written test are placed on the eligible list. Candidates who are selected for appointment are given a conditional offer of employment, contingent upon successful completion of the remaining selection components. Candidates are encouraged to visit CDCR's web site at [www.joincdcr.com](http://www.joincdcr.com) for more detailed information regarding these selection components.

**ASSIGNMENT PROCESS**

- Applicants who receive conditional job offers and who have successfully completed all selection components will be assigned to juvenile facilities based on departmental needs. Therefore candidates will not be given an option of selecting which facility they prefer to be assigned to.
- **NOTE:** If you are contacted for an assignment and you are unwilling to accept the assignment, you will be charged a waiver. After three such waivers, your name will be permanently removed from the employment list.

**BASIC CORRECTIONAL JUVENILE ACADEMY (BCJA)**

- Candidates receiving and accepting assignments as YCOs and YCCs must complete a 16-week, comprehensive training program at the Basic Correctional Juvenile Academy (BCJA) located in Galt, a suburb of Sacramento.
- Candidates are encouraged to refresh/develop their analytical, writing and memory retention skills and maintain their physical fitness prior to reporting to the BCJA.
- Upon successful completion of the BCJA, YCOs and YCCs report directly to their assigned institution/facility.
- Failure to pass the BCJA will result in rejection from the YCO or YCC classification.

**VETERAN'S PREFERENCE CREDITS:** California law allows the granting of Veterans' Preference in any **Open** examination. **Veterans' Preference will be awarded as follows, starting on January 1, 2014:** 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans’ Preference are available at the CalHR’s website by clicking on the following link: [Veterans Preference Application \(CALHR 1093\)](#). Additional information can also be found at Department of Veterans Affairs’ website at [www.jobs.ca.gov/job/VeteransInformation](http://www.jobs.ca.gov/job/VeteransInformation).

**ELIGIBLE LIST INFORMATION:** Names of successful competitors are placed on the employment list in order of the final score in the Written Test examination process. List eligibility expires **24 months** after it is established.

**THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION** reserves the right to revise the examination plan to better meet the needs of the Department if the circumstances under which this examination was planned are changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Telecommunications Relay Service (TRS)** is used by the hearing impaired and may be reached by calling TRS by dialing 7-1-1.

**DRUG FREE WORKPLACE:** It is the objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of drugs is inconsistent with the law of the State, the rules governing State civil service, and the special trust placed in public servants.